

519.88 Exhibit I- Administrative Appraisal Review Checklist, p.1

REVIEW CHECKLIST

1. Title Page
Agency Name _____ Property ID: _____ Appraiser's Name _____
Appraiser's Address _____ Effective Date _____
2. Letter of Transmittal
Date of Letter _____ ID of Property _____ Property Rights _____
Effective Date _____ Special Assumptions _____ Special Instructions _____
Estimate of Before Value _____ After _____ Signature _____
Analysis: Complete/Limited Report: Summary/Self-Contained
3. Table of Contents Adequate _____ Omitted _____
4. Certification
Stmts True and Correct _____ Limited only by stated assumptions _____
No interest/bias – property/parties _____ Compensation not contingent _____
Consistent with UASFLA _____ USPAP _____ Jur.Excep _____ Inspection _____
Landowner Accompany _____ Professional Assistance _____
Value as of date, before _____ After _____
5. Summary
Property ID _____ Effective Date _____ H&B Before/After _____
Improvements _____ Value Before/After _____
6. Subject Photos Adequate _____ Omitted _____
7. Assumptions/Limiting Conditions
Appropriate _____ Extraneous _____ Erroneous _____
8. Scope of Appraisal Adequate _____ Omitted _____
9. Purpose of Appraisal
Reason for Appraisal _____ Def. Mkt Value _____ Property Rights _____
Intended Use _____ Intended User _____
10. Summary of Appraisal Problem Adequate _____ Omitted _____
11. Legal Description Adequate _____ Omitted _____
12. Area Data Adequate _____ Omitted _____
13. Site Data
Present Use _____ Access _____ Topography _____ Cover _____
Improvements _____ Utilities _____ Size _____
14. History Last Transaction Considered _____
15. Assessed Value/Tax Load Adequate _____ Omitted _____
16. Zoning Adequate _____ Omitted _____
17. Highest and Best Use
Vacant – Adequate _____ Omitted _____
Improved - Adequate _____ Omitted _____
Four Tests - Adequate _____ Omitted _____
18. Sales Comparison Approach
Comparables – Buyer Seller _____ Date _____ Legal/ID _____ Recording Data _____
Price _____ Terms _____ Location _____ Zoning _____ Present Use _____ Planned Use _____

440 – Conservation Programs Manual

Description _____ Photos _____ Good Map _____ Location Map _____
Analysis – Adjustment supported _____ Internal Logic _____ Conclusions Reasonable _____

19. Cost Approach

Repro/Repl Cost: Adequately supported _____ Inadequate _____
Depreciation: Market Supported _____ Inadequate _____
Analysis – Supported _____ Internal Logic _____ Reasonable Conclusion _____

20. Income Approach

Gross Income – Adequately supported _____ Inadequate _____ Vacancy _____
Expenses – Adequately supported _____ Inadequate _____
Cap Rate - Adequately supported _____ Inadequate _____

21. Value Estimate

As of date _____ Reconciliation Adequate _____

22. Overall

Clear and Accurate _____
Adequate Information _____
Complete _____
Reasonable _____
Prominent Stmt of Report Type _____
Departures Clearly ID'd _____

23. Exhibits – Adequate Maps _____ Title Info _____ Instructions _____ Quals _____

Comments: